

Administration

Employee
Responsibilities

Security

POLICY:

- .01 Laboratory employees must comply with all Department of Energy (DOE) security regulations and with Laboratory security policies and procedures.

SECURITY INFRACTIONS:

- .02 The following are examples, not inclusive, of security infractions:
- Improper usage or storage of classified matter or information,
 - Removal of classified matter from a security area without proper authorization,
 - Discussion of classified information over unsecure telephones or within the hearing of unauthorized persons,
 - Improper escort of uncleared visitors in a security area, and
 - Improper transmission of classified matter.

See the [Security/Safeguards Policies and Procedures Manual](#), for definitions of security infractions and violations.

**ACCESS TO CLASSIFIED
INFORMATION:**

- .03 Access is limited to cleared persons who have a need to know.

**Handling Classified
Information**

- .04 All handling of classified documents and all discussions involving classified information must be confined to a security area. Classified information must not be discussed on unsecured telephones.

Responsibility

- .05 The responsibility for the security of classified information rests on each Laboratory employee who has access to such information.

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- .06 The author or originator of a document is responsible for ensuring that the document is properly classified and marked. If the originator is not authorized to classify, the document must be submitted to a derivative classifier for review.

POLYGRAPH TESTING:

- .07 The Laboratory shall not require employees to take a polygraph test as a condition of obtaining or retaining employment.
- .08 If a Laboratory sponsor, as a condition of assignment to that program, requests that an individual submit to a polygraph, such participation is strictly voluntary. Refusal to take the polygraph shall not result in any adverse job consequences.
- NOTE:** Unfavorable information obtained as a result of the polygraph test could place the employee's existing clearance(s) at risk.
- .09 If an employee volunteers to take a polygraph test, he or she will be required to sign a release form acknowledging that he or she is a willing volunteer and that he or she releases the Laboratory from responsibility for any negative consequences of the polygraph.
- .10 The employee's division-level manager receives a copy of the release form.

REPORTING ARRESTS:

- .11 An employee who holds an active security clearance must report in writing (within 5 calendar days of the incident) any arrests, charges (including dismissed charges), or detentions by federal, state, or other law enforcement authorities for any violation of any federal, state, county, or municipal law, regulation, or ordinance. Minor traffic violations with a fine of \$100 or less need not be reported. The arrest report must be submitted in confidence to either the Security Branch of the DOE Los Alamos Area Office (LAAO) or the Personnel Security Group (OS-12) and must contain the employee's name, Z number, date of incident, charge, place where arrested, name of law enforcement authority, and action taken. Contact OS-12 if more details are required.

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NOTE: When an employee's driver's license is suspended, the employee must report the suspension to his or her supervisor immediately.

BADGES:

- .12 Each individual who performs work at the Laboratory (employees, Affiliates, etc.) is issued a security badge. Each individual who has been issued a badge must wear the badge above the waist, in plain view, and with the photo facing outward. The badge must be worn for identification in *all* Laboratory areas. The badge is not to be used for general identification purposes (such as cashing checks). Laboratory employee badges may be used at other facilities where a reciprocal agreement has been established to honor the badges.

LOST, STOLEN, OR MISPLACED ITEMS:

- .13 Lost, stolen, or misplaced classified documents or materials (including reports, drawings, correspondence, assemblies, and components) classified Confidential or higher must be reported promptly to the Physical Security and Safeguards, Projects, Plans, and Policy Group (OS-10). Employees must assist the Laboratory in conducting inquiries, or government agencies in conducting investigations, of such incidents. The failure to provide such assistance could result in disciplinary action.

PROHIBITED ARTICLES IN SECURITY AREAS:

- .14 Personal cameras, tape recorders, copying or reproduction devices, alcohol, illegal drugs, bows and arrows, firearms, explosives, or any dangerous instrument or material likely to produce substantial injury or damage to persons or property shall not be taken into security areas without proper authorization. If, in the conduct of Laboratory business, it is necessary to take prohibited articles into security areas, prior approval is required. Send a memorandum to the Security and Safeguards Support Group (OS-8) that includes a complete description (serial number, make, and model) and a justification for taking the personal item into the security area. Lists of prohibited articles are conspicuously posted at security area entrances.

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- UNOFFICIAL PHOTOGRAPHY:** .15 Unofficial photography in any security area is prohibited.
- DISCIPLINE:** .16 Failure to comply with security regulations may result in disciplinary action, up to and including termination. See [AM 113](#).
- BADGE CONFISCATION:** .17 An employee's badge may be confiscated when the employee's management deems it necessary to deny the employee access to the work site. Badge confiscation by the Laboratory does not denote revocation of the employee's security clearance. Security clearances are granted by and may be denied, suspended, or revoked only by DOE. See [.16-.26](#).
- .18 An employee's badge may be confiscated only by the employee's group-level manager or higher authority with concurrence of the employee's division management. The group- or higher-level manager must notify OS-12 immediately of the badge confiscation and must later send OS-12 a written confirmation of the confiscation. A manager should also notify OS-12 when a decision has been made to confiscate a badge and the confiscation cannot be promptly carried out. In this case, OS-12 notifies the Protective Force to deny the individual access.
- Confiscated Badge** .19 The group and/or division confiscating the badge retains the badge while the employee is on investigatory leave or on a disciplinary suspension. OS-12 ensures that no temporary or replacement badge is issued to the individual. The group and/or division responsible for confiscating the badge must notify OS-12 when the employee once again is authorized and must send OS-12 a written confirmation of the reauthorization.
- Justification** .20 Confiscation of an employee's badge may become necessary when any of the following apply:
- A supervisor has reason to believe that an employee is or may be under the influence of alcohol or other drugs. Refer to [AM 902](#) for

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coordination with the Occupational Medicine Group (HS-2).

A supervisor has reason to believe that the employee is or may be involved in theft, misappropriation, or misuse of Laboratory or DOE funds or property. See [AM 701](#).

There is employee involvement or threat of employee involvement in a serious incident (altercation, etc.).

The employee commits a serious infraction or a violation of security regulations.

Any other misconduct occurs that, in the supervisor's best judgment, necessitates the immediate removal of the employee from the work site.

NOTE: Confiscation of an employee's badge is required when the employee is denied access to Laboratory property during a period of investigatory leave or suspension.

**TERMINATION OF
SECURITY
CLEARANCE:**

- .21 DOE requires that security clearances be terminated when (1) employment is terminated or clearance is no longer required, (2) an individual is on leave of absence for a period in excess of 90 days, or (3) an individual leaves for foreign travel, employment, education, or foreign residence of more than 3 months' duration and is not on official U.S. Government business.

EXCEPTIONS: Exceptions to the above are requested from DOE upon written certification by division-level management to OS-12 that the terminated individual will be reemployed or reassigned with access within 3 months from the date of the termination or that the individual on leave will perform Laboratory business requiring access at least once during each 90-day period of leave. DOE shall be kept informed of the individual's status.

**CLEARANCE SUSPENSION,
DENIAL, OR
REVOCATION:**

- .22 When a clearance is suspended, denied, or revoked, DOE sends concurrent notifications to the Director and to the employee.

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- Suspension** .23 Suspension of a clearance is an action taken by DOE pending resolution of questions about an individual's continued eligibility to hold such clearance. See [.20](#).

EMPLOYEE STATUS DURING SUSPENSION OF CLEARANCE:

- Before Receipt of DOE
hearing Officer's
Recommendation** .24 An employee whose clearance is suspended should be reassigned to activities not involving access to classified matter or significant quantities of special nuclear materials (SNM). If such an assignment is not possible, the individual is normally placed on leave without pay (LWOP). However, the cognizant Associate Director (AD) may approve leave with pay for a maximum of 30 days, after which the employee converts to LWOP.

- After Receipt of DOE
Hearing Officer's
Recommendation** .25 If the DOE Hearing Officer recommends continuation of the clearance, an employee who has been transferred to another position or who is on leave with pay continues to receive the regular salary. An employee who is on LWOP is transferred to leave with pay at regular salary.

- .26 If the DOE Hearing Officer recommends revocation of the clearance,

An employee who has been transferred to an equivalent position continues to receive the regular salary.

An employee who has been transferred to a lower-level position is paid at the lower rate appropriate to the position.

An employee who is on leave with pay is converted to LWOP.

An employee who is on LWOP continues in that status.

FINAL DECISION:

- Reinstatement of
Clearance** .27 If the clearance is reinstated, the employee is placed in the previous position or an equivalent position in the division. If the employee suffered

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any loss of salary during the period of clearance suspension, the employee is paid retroactively in the first normal pay period following the employee's return to work. Retroactive payment is reduced by any earnings that resulted from other employment.

Revocation or Denial of Clearance

- .28 If the DOE's final disposition of the case is revocation or denial of clearance, the Director and the employee are notified concurrently.
- .29 ***Procedures for Termination*** — The employee's organization, with assistance from HRD-1, is responsible for issuing a Notice of Intent to Terminate when a clearance is denied or revoked. The Notice of Intent to Terminate provides the employee a minimum of 5 working days to respond orally or in writing to the cognizant AD. The employee is not allowed to remain in the work place during the response period.
- .30 The AD evaluates any response made by the employee but cannot reconsider the DOE's basis for the denial or revocation of clearance. After expiration of the response period or evaluation of the employee's response, the AD gives the employee written notice of the final decision on termination. If the decision is to terminate, the written notice states the effective date of the termination and notifies the employee that there are no further appeal rights for the decision and that the employee cannot file a complaint under [AM 111](#). This termination process is an exception to the adverse action procedures described in [AM 112](#).